

Job Title: DIRECTOR-EARLY CHILDHOOD EDUCATION

Definition:

Under the supervision of the Assistant Superintendent, Educational Services, this employee will provide administrative support and program management for children ages 0 to 5 years in general and special education preschool programs.

Position Summary:

The Director of Early Childhood Education (ECE) Program will work cooperatively with the Education Services Department to assure all programs are innovative, flexible, and operated within federal and state compliance requirements. This individual will also ensure that the law, board policies and administrative regulations are followed by all personnel when working with all students.

Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

1. Supervise and evaluate the general and special education preschool programs and personnel operated from the ECE Program office.
2. Work collaboratively with the Early Childhood Education (ECE) Coordinator to ensure the cohesive workings of all programs to include general and special education preschool.
3. Supervise and direct all ECE special education programs, assessments and IEP processes
4. Maintain Licensing requirements for supervision of facilities
5. Assist in the development and monitoring of ECE budgets to ensure appropriate use of funding
6. Demonstrate a comprehensive understanding and monitoring of all required state/federal laws/procedures and processes for all general and special education preschool programs.
7. Demonstrate a basic understanding of preschool performance standards and budgetary requirements
8. Develop and monitor all general and special education preschool budgets.
9. Assist in the development and monitoring of all the general and special education preschool programs to ensure appropriate use of funding.
10. Complete necessary ECE Program reports in a timely manner
11. Attend necessary Board meetings
12. Present required preschool reports and information to appropriate individuals (i.e., Board members, State, LACOE, etc.)
13. Participate in after school, evening, and weekend events to support the ECE program and District.
14. Attend and participate in administrative meetings (i.e., Cabinet, LEAD, Educational Services LEAD, M-SET, etc.).
15. Attend and provide in-service training in collaboration with the District's Staff Development Program
16. Provide training and guidance to all ECE staff members in the implementation of research-based practices related to operating a high quality preschool program.
17. Maintain confidentiality of all information regarding staff members and enrolled families.
18. Follow all program performance standards, funding terms and conditions, Title 5, Title 22 and licensing requirements (as applicable).
19. Perform other related duties as assigned.

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Minimum Knowledge, Skill and Ability:

Knowledge of:

- Child development and developmentally appropriate practices
- Basic understanding of special needs children and appropriate intervention strategies
- Early Childhood Education rules and regulations
- Proper English usage, spelling, grammar, and punctuation
- Early literacy strategies

Skill and Ability to:

- Establish and maintain cooperative relationships with students, school personnel, parents, co-workers and the public.
- Take initiative and work independently limited direction while handling multiple tasks and projects as well as follow directives from supervisors
- Demonstrate proficient office skills including the use of email, Word, Excel, office machines, and a student information database.
- Use tact, understanding, patience and courtesy when dealing with children and adults
- Communicate effectively in the English language both orally and in writing.
- Analyze situations accurately and adopt a course of action.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Demonstrate knowledge of federal and state laws regarding ECE programs.
- Demonstrate knowledge of child abuse laws and procedures.
- Apply principles and techniques of organization, administration, and personnel management.
- Demonstrate ability to meet deadlines, attend meetings and follow schedules.
- Follows all District or supervisor policies/procedures, rules, regulations, memos, bulletins, announcements and reasonable requests by proper authority.
- Flexibility to support other administrative staff when needed.
- Continue to enhance leadership qualities by attending staff development opportunities both inside and outside the District.
- Maintain regular attendance and accurate records in timekeeping system and use sub-finder when necessary.
- Maintains the integrity of confidential information relating to a student, family, colleague or district patron.
- Dress and groom him/herself in a neat, clean, and appropriate manner for the assignment and work setting

Education and Experience:

Education/Credentials:

- A professional credential.
- A Child Development Program Director Permit

Experience:

- A minimum of three years recent experience in public education or Early Childhood Education.
- Must have at least one (1) year experience in a Head Start, State Preschool, and/or LAUP preschool program within the last three years.

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Desirable Qualifications:

- A current Administrative Services Credential, a Preliminary Administrative Services Credential is acceptable.
- Ability to work cooperatively with site and district level administration, staff, and teachers
- Experience in special education programs
- Bilingual (Spanish)
- Experience in Early Intervention Program
- Knowledge of Emergent Literacy and research-based literacy strategies
- Valid/Current Adult/Infant First Aid and CPR certification

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print, and allows accurate observation from a distance.
- Require the mobility to stand, run, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing, and/or pulling which does not exceed 50 pounds and is in an infrequent aspect of the job.
- May be required to work at a computer terminal for prolonged periods
- Is subject to inside and outside environmental conditions.
- May be required to attend periodic evening meetings and/or travel within and out of District boundaries to attend meetings.
- Required to complete and pass a health screening prior to being hired as a condition of employment.
- Required to have live scan fingerprinting completed and cleared prior to being hired as a condition of employment.
- Provide own transportation to different preschool sites (Must have valid California driver's license)

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PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting		X	
Standing		X	
Walking		X	
Bending (neck)	X		
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		
Walking on uneven ground	X		

	Lifting			Carrying		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.	X			X		
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data		X	
Organize		X	
Write		X	
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer		X	
FAX Machine	X		
Radio	X		